

March 31, 1998

MEMORANDUM TO: Distribution

FROM: Michael J. Rubino, Associate Director
Acquisition Services Branch

SUBJECT: Policy Memorandum No. 98-011 – Notification
To Unsuccessful Offerors/Debriefings

1. Purpose. The purpose of this Policy Memorandum is to revise the Acquisition Policy Manual (APM) to make changes in the process of notifying unsuccessful offerors and conducting debriefings.
2. References. APM 6.F., *Notification of Unsuccessful Offerors/Debriefings*, page 6-45
APM Exhibit XV, *Unsuccessful Offeror Letter*
3. Scope. This Policy Memorandum is applicable to all Contracting Officers and other Acquisition Services Branch (ASB) personnel.
4. Background. APM 6.F. covers policies and procedures for notifying unsuccessful offerors and conducting debriefings. This Policy Memorandum provides specific guidance on what information is to be provided to offerors in their unsuccessful offeror letters (APM Exhibit XV) and under what circumstances debriefings are to be offered.
5. APM Change. In accordance with the foregoing, the APM is revised in the following areas:
 - a. APM 6.F.2.a., *When Required*, is deleted in its entirety and is re-stated as follows:

“6.F.2.a. ***When Required.*** It is FDIC’s policy to offer debriefings to unsuccessful offerors when technical proposal evaluations are conducted as part of the proposal evaluation and award process (i.e., in addition to price proposal evaluation). **This includes Contracts, Basic Ordering Agreements, Task Orders, and Purchase Orders.** Unsuccessful offerors are required to request a debriefing in writing, and the request must be made within ten (10) calendar days after the offeror is notified of the contract award.”

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- b. APM 6.F.2.f.(1)(a), *Overall Evaluation Structure*, is deleted in its entirety and is re-stated as follows:
 - “(a) **Overall Evaluation Structure.** An overview of the evaluation structure/process including the procedural aspects of the technical and price weights, the technical evaluation criteria/points, and price proposal points.”
 - c. APM Exhibit XV, Unsuccessful Offeror Letter, is deleted in its entirety and is re-stated as the revised Exhibit XV attached to this Policy Memorandum.
- 6. Effective Date. This Policy Memorandum is effective immediately.
 - 7. Contact. If you have any questions regarding this Policy Memorandum, please contact David McDermott on (202) 942-3434.

Attachment – Exhibit XV, Unsuccessful Offeror Letter, revised 3/98.

cc: Jane Sartori
John Lynn

Distribution:

DOA Associate Directors
DOA Regional Managers
DOA/ASB Assistant Directors
DOA/ASB Field Unit Chiefs
Oversight Managers (via Email)
Assistant Inspector General for Management and Policy

EXHIBIT XV
(To Be Sent On FDIC Letterhead)

[Insert name and address of the unsuccessful offeror]

Subject: *[Insert the Request for Proposal No.]*

Dear *[Insert company's point of contact]*:

The Federal Deposit Insurance Corporation (FDIC) has completed the review of all proposals received in response to the subject Request for Proposal for *[Insert title of the RFP]*. Unfortunately, we must advise you that your company is an unsuccessful offeror. The FDIC selected *[Insert the name of the successful offeror]* to provide the required goods and/or services. The contract award price was *[Insert the total dollar amount of the award, including option prices]*.

Our decision is not meant to impugn the technical qualifications of your company. Your proposal was simply determined not to offer the best value for the requirement. We sincerely appreciate your interest in this important effort and invite your company to submit proposals for future requirements.

[Insert the following paragraph for offering debriefings if technical evaluations were conducted]

If you would like to receive a debriefing, please contact *[Insert name and telephone number of the Contract Specialist]* in writing no later than ten (10) calendar days from the date of this letter. Debriefings will be scheduled and held by telephone or in person, within fifteen (15) days after receipt of a timely request.

If you have any questions, please contact me on (202) 942-xxxx.

Sincerely,

Contracting Officer